

**SIMPSON COLLEGE FACULTY HANDBOOK
PART IV: ACADEMIC POLICIES**

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NOTE: The items in this section have been approved by the faculty of the college. Additions, amendments, and deletions must be approved by the faculty. Robert's Rules applies a simple majority vote to pass.

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**SIMPSON COLLEGE FACULTY HANDBOOK
PART IV: ACADEMIC POLICIES**

1. CREDIT AND PLACEMENT

1.1 ADVANCED PLACEMENT WITH CREDIT: *(revised 05/21/2012 faculty meeting)*

Students who complete the college entrance examination board advanced placement tests(s) (AP) with a score of three (3) or better may be given advanced placement with credit but without a grade for those courses throughout the college in which tests are passed. The award of such credit is subject to review by the department concerned.

A student may earn credit but without grade by examination in those courses or subject areas presently available or to be available through the college level examination program (CLEP).

A maximum of 24 credits may be earned by a combination of AP and CLEP credit.

1.1.1 Credit Granting Policy for Non-Traditional Credit: *(added 05/20/2013 faculty meeting)*

The following guidelines apply to CLEP credit, military credit, vocational-technical course credit, AP credit, International Baccalaureate and life experience credit.

1.1.1.1 A maximum of 32 credits may be granted to a student in the combined areas of coursework taken through the armed services, CLEP credit, life experience credit, vocational-technical course credit, AP credit, and credit through non-accredited associations.

1.1.1.2 Students may earn credit in the non-traditional areas only within the first 64 hours of graduation credit; this is equivalent to the first two years of work toward a degree.

1.1.1.3 The student must demonstrate that the credit applied for meets the curriculum and standards of Simpson College by supplying appropriate supporting documentation.

1.1.2 Sources for Non-Traditional Credit Include: *(added 05/20/2013 faculty meeting)*

1.1.2.1 Advanced Placement. Students who complete the college entrance examination board advanced placement tests(s) (AP) with a score of three (3) or better may be given advanced placement with credit but without a grade for those courses throughout the college in which test are passed. The award of such credit is subject to review by the department concerned.

1.1.2.2 CLEP Exam. A student may earn credit but without grade by examination in those courses or subject areas presently available or to be available through the college level examination program (CLEP). A maximum of 24 credits may be earned by a combination of AP and CLEP credit.

1.1.2.3 International Baccalaureate. Simpson recognizes the IB program and grants credit on a course by course basis for examination scores of 4 or better on the Higher Level courses only. A maximum of 24 credit hours may be earned through the IB.

1.1.2.4 Armed Services Credit. A maximum of 16 credit hours may be awarded for coursework equivalent to Simpson College courses taken while in and

through the armed services that meet ACE guidelines for course transfer. The Dantes tests (Military CLEP) will be accepted under the guidelines pertaining to Simpson CLEP standards. To be eligible for credit, each course transferred must be approved by the Dean for Academic Affairs.

1.1.2.5 Professional Organization. A maximum of 16 credit hours may be awarded for coursework equivalent to Simpson courses taken through unaccredited organizations such as LOMA (Life Office Management Association), ABA (American Banking Association), CPCU (Chartered Property and Casualty Underwriters), and Bible Schools. Each course must be approved by both the chairperson of the department in which the credit is being granted and the Dean for Academic Affairs.

1.1.2.6 Life Experience. A maximum of 24 credits may be awarded for life experience credit, and credits are limited to that number that would bring the student's total credits to 64. The total number of life experience credits available to a student will be determined at the date of submission of the final portfolio. (Note the exception mentioned above for accounting students seeking to complete 150 credits.)

1.2 ADVANCED COURSE PLACEMENT: *(revised 05/23/2011 faculty meeting)*

A student may be placed in a course level above that normally expected for his/her classification on the basis of superior secondary school performance, transfer credit, examinations, unusual experience, or departmental waiving of prerequisites. Details may be secured from the head of the relevant department. No credit is given for such courses unless in the case of departmental examination.

If a student passes a departmental examination in lieu of taking a course, the student may elect to receive credit for the course. The grade associated with this credit will be Pass (P) or Honors Pass (HP) as determined by the department chair and based on the grade on the exam. A departmental examination for a particular course may be attempted only once. There is no further penalty in the event the student does not pass the examination or does not choose to receive credit.

2. CLASS ATTENDANCE

2.1 CLASS ATTENDANCE POLICY-FACULTY: *(revised 03/04/2010)* Faculty members should make a point of being prompt in their arrival for lectures and discussion periods and hold the students to the same promptness in class attendance. If it is necessary for an instructor to cancel or be absent from a class, the department head and the dean for academic affairs must be advised of this fact.

2.2 CLASS ATTENDANCE POLICY-STUDENTS: *(revised 03/04/2010)* Students are expected to be present at regularly scheduled meetings of classes and laboratories. The privilege of being excused from class or making up work missed because of absence from the class is granted wholly at the discretion of the instructor. The instructor has the obligation of explaining to his/her class at the first meeting of the group his/her particular requirement as far as class attendance is concerned. Instructors report to the office of the registrar the names of students who have excessive absences for no apparent reason. That office likewise will report to the faculty appropriate information available concerning student absences.

2.3 CLASS ABSENCES FOR COLLEGE-SANCTIONED ACTIVITIES: The Simpson faculty believe that learning happens outside of the classroom as well as in class. The faculty has agreed that students shall not be penalized for participation in college-sanctioned events which necessitate absence from classes, so long as the student informs the faculty member prior to the event and completes work equivalent to what was missed in class. Scheduled college-sanctioned events that require class absences, shall be listed on the portal under Student Excused Absences one week in advance, if possible, and approved by the academic dean. Those scheduling college-sanctioned events are responsible for posting the event and shall seek to minimize the disruption of classes, and encourage students to avoid unnecessary absences.

3. COURSE INFORMATION

3.1 SPECIAL TOPICS: 190, 290, 390, 590, 690 (*revised 12/05/2018 faculty meeting*) Each department may set up a course or courses in selected special topics. Special topics courses examine content not covered by the current curriculum.

The course numbers are 190, 290, 390, 590 and 690. These courses are not to be confused with Independent Study 380, which is planned for study by a single student. Submit the title (limited to 21 characters counting spaces) and course description of the special topic to the registrar and report the course to EPCC. The basis for course designation is as follows:

190 – This designation will be for any special topics for which there are no pre-requisites and the content would be suitable for an entry level of study.

290 – This designation will be for any special topic for which there might be pre-requisites and the level of the content would be appropriate for a student with a suitable background in the subject matter.

390 – This designation will refer to courses that are advanced in nature with pre-requisites or permission of instructor.

590 – This designation will refer to special topics courses at the graduate level.

690 – This designation will refer to special topics courses offered to advanced standing students.

Note: It is recommended that departments use special topics courses as a way to offer a new course, but it is expected that courses that have been offered as special topics for 2 semesters be proposed as catalog courses if the course will be taught on a regular basis.

3.2 INDEPENDENT RESEARCH: 198, 298, 398 (*added 01/19/2010*) Undergraduate independent research is defined as: An inquiry or investigation conducted by an undergraduate student that makes an intellectual or creative contribution to the discipline.

Each department may set up a course or courses in independent research. These courses are normally open to majors and minors in the department offering the course, however, the instructor and the department chair may choose to invite students outside their department to participate in the research project. Students may only be registered in independent research at the request of the instructor and department chair.

The course numbers are 198, 298, and 398. These courses are not to be confused with Independent Study 380, etc., or with special topics 190, etc. The basis for course designation is as follows:

198 – Independent Research. This designation will be for any independent research that is designed for entry level study of the subject in which the student would not work alone but assist

in the research under direct supervision. This would normally be offered to majors or minors in the department that offered the course, or for students requested by the department chair and the instructor to participate in a specific research project as an assistant in the research.

298 – Independent Research. This designation will be for independent research that is open for any rank of student deemed ready to participate in conducting their own research. Normally reserved for majors and minors of the department offering the research opportunity, but can be open to any student upon the request of the chair of the department and the instructor. All participants must be approved by the instructor and the department chair.

398 – Independent Research. This designation will refer to research at an advanced level and permission of instructor and the department chair. Normally reserved for majors and minors in the department offering the research opportunity, but can be open to any student upon the request of the instructor and the department chair.

3.3 CAREER OBSERVATION AND INTERNSHIP: COOP 119, 319 (*revised 02/15/2011 faculty meeting*): Simpson’s experiential learning programs integrate classroom work with learning on the job. Two different experiences (courses numbered 119 and 319) are available and may be taken individually or in sequence. No more than 16 credits in Coop 319 internship may be counted toward graduation. Grading for 119 and 319 will be H/P/NP. See department chairpersons and director of career services for further information.

Co-op Ed 119: Career Observation: Career observation is an opportunity for students to investigate career directions while earning 4 credits. Student requirements include attendance at one (1) Co-op 119 group session and one (1) individual session during spring semester (April); a minimum of 40 hours of career observation at one or more sites during May Term; class time on campus including participation and reflection, and submission of a career portfolio. The student must be in good academic standing and must be a freshman or sophomore.

Co-op Ed 319: Internship: An internship is an opportunity for a sophomore, junior or senior student to participate in professional training, assume initial decision-making responsibilities, or engage in project-based research and development with an off-campus organization in the private or public sector. The internship may consist of from 1 to 16 credits. Students must work at least 30 hours for each credit.

To qualify as an internship the position must provide the student with professional training or managerial responsibilities appropriate to an entry level opportunity available normally only to a candidate with a college degree. The position will ordinarily require some specific academic training or skills related to a major, minor, or program at the college, and may or may not provide compensation. The student must be in good academic standing and be a sophomore, junior or senior.

3.4 INDEPENDENT STUDY: 180, 280, 380, 580 (*revised 12/05/2018 faculty meeting*) Each department may offer to individual students an opportunity for Independent Study. The purpose of the independent study is to provide for students an opportunity to study a topic in their area of interest that the college does not offer, and that will enhance that particular student’s ability to achieve her/his educational goals. Independent study is distinguished from independent research in that the instructor will be working with the student through material that is already known in the field. The department offering the independent study may choose to allow the course to fulfill a requirement in the major or minor. All independent studies require approval of the instructor, the department chair and the division head. The student must have at least a 3.00 cum GPA.

The basis for course designation is as follows:

180 – Independent Study. This designation will be for any special topic that is open for any student. This course will not have any pre-requisites and can be used as an opportunity for a student to explore a subject of interest at an entry level.

280 – Independent Study. This designation will be for any special topic that is open for any student. This course may have pre-requisites and requires that the student have some knowledge of the field in which the subject is being offered.

380 – Independent Study. This designation will refer to courses that are advanced in nature and would require the student have an advanced understanding of the field in which this subject is being offered.

580 – Independent Study. This designation will refer to graduate level courses.

3.5 COURSE CREDIT: *(added 09/21/2010 faculty meeting)* The majority of courses at Simpson College will carry four credits each. A four-credit course normally engages about one-fourth of a full-time student's academic focus during the term. The same logic should be applied to courses fewer than four credits. Courses normally will carry one, two or four credits. Exceptions to this will be made upon approval of EPCC and affirmative faculty vote.

3.6 INTERNATIONAL TRAVEL COURSES: 197, 297, 397: *(added 09/20/2011 faculty meeting)* All international travel courses offered for academic credit are to be reviewed by the Study Abroad committee and the Educational Policy and Curriculum Committee as outlined in the Bylaws, Section I of the Faculty Handbook. These courses must be approved by the faculty.

The course numbers 197, 297 and 397 are reserved for international travel courses and may be regular catalog courses or special topics courses. The basis for course designation is as follows:

197 – Travel courses with this number are open to any student. This course will not have any pre-requisites.

297 – Travel courses with this number are open for any student. This course may have pre-requisites, may require that the student have some knowledge of the field in which the subject is being offered or may require the students have academic experiences beyond that of an entering student.

397 – Travel courses with this number are advanced in nature, generally have pre-requisites and may be restricted to juniors and seniors.

3.7 DOMESTIC TRAVEL COURSES: 196, 296, 396: *(added 09/20/2011 faculty meeting)* All domestic travel courses offered for academic credit are to be reviewed by the Educational Policy and Curriculum Committee and approved by the faculty.

The course numbers 196, 296 and 396 are reserved for domestic travel courses and may be regular catalog courses or special topics courses. The basis for course designation is as follows:

196 – Travel courses with this number are open to any student. This course will not have any pre-requisites.

296 – Travel courses with this number are open for any student. This course may have pre-requisites, may require that the student have some knowledge of the field in which the subject is being offered or may require the students have academic experiences beyond that of an entering student.

396 – Travel courses with this number are advanced in nature, generally have pre-requisites and may be restricted to juniors and seniors.

4. CLASSIFICATION AND ATHLETIC ELIGIBILITY

4.1 PROGRESS TOWARD DEGREE: *(revised 12/05/2018 faculty meeting)* Each full-time student is expected to make *normal progress* toward the completion of the degree. A course load of 16 credits per semester, plus one May Term course every other year, constitutes the normal course load necessary to complete the degree in four academic years for an undergraduate student. *Minimal progress* means the successful completion of at least 12 credits each semester. Graduate students taking 6 or more credit hours are considered full-time. Graduate students taking 3 or more credit hours are considered part-time.

4.2 CLASSIFICATION OF STUDENTS:

(revised 12/05/2018 faculty meeting)

Undergraduate students are classified as follows:

Freshmen	0-29.00 earned credits
Sophomores	29.01-61.00 earned credits
Juniors	61.01-95.00 earned credits
Seniors	95.01 and above earned credits

4.3 ATHLETIC ELIGIBILITY FOR RETURNING STUDENTS: *(revised 03/09/2022 faculty meeting)* To be eligible for intercollegiate athletics at Simpson, a student must meet the following standards.

4.3.1 Enrollment in Current Semester: The student must be a degree-seeking or certificate-seeking, full-time student (that is, the student must be enrolled in 12 or more credits, and must be making minimal progress toward a degree as defined above in 4.1.)

4.3.2 GPA Requirement: A student with freshman standing must have at least a 1.8 cumulative grade point average; a student with sophomore standing must have at least a 1.9 cumulative grade point average; a student with junior standing must have at least a 2.0 cumulative grade point average; and a student with senior standing must have at least a 2.0 cumulative grade point average. Students enrolled in graduate programs should refer to the handbook of their program for GPA requirements. Note: The minimum cumulative grade point average for athletic eligibility is not to be confused with the minimum grade point average for academic progress toward the degree.

4.3.3 Progress toward a Degree: The student must be making minimal progress toward a degree. This means that after one full academic year, fall semester and spring semester, a student must have successfully completed a minimum of 24 credits. At the conclusion of two full years a student must have accumulated 48 credits and after three full years, 76 credits, which includes at least one May Term through the third year.

4.3.3.1 Athletic Eligibility for Transfer Students:

(added 11/15/2011 faculty meeting)

1. Initial Eligibility for Transfer Students

(added 03/09/2022 faculty meeting)

Once the transfer student athletic eligibility standards requirements outlined below are met, a transfer student is initially eligible for a complete academic year, unless no longer in good academic standing.

- a. If a student is a transfer but did not participate in athletics at their previous school, then the student is eligible regardless of their GPA at the previous school.
- b. If a student was an athlete at the previous school, then the student must have been academically and athletically eligible had they returned to the previous school OR
- c. If the student transfers from a four-year to a two-year college and then transfers to Simpson, he or she successfully must have completed at least 24–semester or 36–quarter hours of transferable credit at the two-year college and spent at least two full-time semesters or three full time quarters of attendance at the two–year college to be eligible.
- d. If the transfer student, from either a two-year or four-year institution, does not meet one of the preceding exceptions for immediate eligibility, he or she must complete an academic year of residence at Simpson College to gain eligibility status.

2. Continued Eligibility of Transfer Students (*added 03/09/2022 faculty meeting*)

- a. Progress toward a Degree: The student must be making minimal progress toward a degree. This means that after one full academic year, fall semester and spring semester (any order), a student must have successfully completed a minimum of 24 credits. At the conclusion of two full years a student must have accumulated 48 credits and after three full years, 76 credits, which includes at least one May Term through the third year.
- b. 4.3.2 GPA Requirement: A student with freshman standing must have at least a 1.8 cumulative grade point average; a student with sophomore standing must have at least a 1.9 cumulative grade point average; a student with junior standing must have at least a 2.0 cumulative grade point average; and a student with senior standing must have at least a 2.0 cumulative grade point average. Students enrolled in graduate programs should refer to the handbook of their program for GPA requirements. Note: The minimum cumulative grade point average for athletic eligibility is not to be confused with the minimum grade point average for academic progress toward the degree.

4.3.3.2 Student-Athlete and Academic Honesty: (*added 11/15/2011 faculty meeting*) A student who has been placed on academic probation at Simpson due to academic dishonesty is no longer in good academic standing and is ineligible for that term.

4.3.4 Summer Enrollment: (*revised 11/15/2011 faculty meeting*) Summer school credits taken at Simpson College may immediately be applied to satisfy the minimal progress and GPA requirement for eligibility. If credits are not from Simpson, only the credits will be applied and not the GPA.

5. GRADUATION REQUIREMENTS: (*revised 12/05/2018 faculty meeting*) Simpson College offers 2 baccalaureate degrees: Bachelor of Arts and Bachelor of Music. Simpson also offers three graduate degrees: Master of Arts in Criminal Justice, Master of Arts in Teaching, and Master of Music in Choral Conducting.

5.1 BACHELOR OF ARTS: For the Bachelor of Arts Degree the candidate must fulfill the following general requirements.

5.1.1 Credits and GPAs: At least 128 credits of course work with cumulative Simpson, major, and minor (if applicable) grade point averages of C (2.00) or better.

5.1.2 Major: The completion of a major field of concentration.

5.1.3 Grades in Major and Minor: No grade below C- (1.70) or P will count toward fulfilling the requirements for the major or minor.

5.1.4 General Education: (*revised 03/09/2022 faculty meeting*) The completion of the general education program.

5.1.1.4 Simpson College Foundations (*added 03/09/2022 faculty meeting*): 5.1.4.1

Simpson College Foundations: The completion of the two-semester sequence required of new first-time first-year students and some transfer students. (See specific information about transfer student requirements in 11.2.)

5.1.5 May Term: The completion of one May Term course for every two years of full-time study at Simpson. All May terms count toward graduation.

5.2 BACHELOR OF MUSIC: For the Bachelor of Music Degree the candidate must fulfill the following general requirements:

5.2.1 Credits and GPAs: At least 132 credits of course work with cumulative Simpson, major, and minor (if applicable) grade point averages of C (2.00) or better.

5.2.2 Major: The completion of a major field of concentration.

5.2.3 Grades in Major and Minor: No grade below C- (1.70) or P will count towards fulfilling the requirements for the major or minor.

5.2.4 General Education: (*revised 03/09/2022 faculty meeting*) The completion of the general education program.

5.2.4.1 Simpson College Foundations (*added 03/09/2022 faculty meeting*): The completion of the two-semester sequence required of new first-time first-year students and some transfer students. (See specific information about transfer student requirements in 11.2.)

5.2.5 May Term: The completion of one May Term course for every two years of full-time study at Simpson.

5.3 SECOND DEGREE: (*revised 04/17/2012 faculty meeting*) A student who wishes to secure a second undergraduate degree must successfully earn at least 32 credits beyond the requirements for the first undergraduate degree. He/she must fulfill the requirements of a second major and meet all specific requirements for each of the two degrees desired.

5.4 RESIDENCE REQUIREMENTS: (*revised 03/09/2022 faculty meeting*) A candidate for a Bachelor of Arts degree is required to earn 32 credits of the degree through Simpson College. A candidate for a Bachelor of Music degree is required to earn 36 credits of the degree through Simpson College. Requests for exceptions to this rule may be made by academic petition. Other exemptions are described in 5.4.1 below.

5.4.1 Pre-Professional Study or Graduate Study: (*revised 05/23/2011 faculty meeting*) Following the completion of the first three years of residence at Simpson, students can arrange in advance to spend the fourth and/or fifth year in a professional, technical or graduate college (law, dentistry, engineering, medicine, medical technology, nursing, etc.). The student must complete all graduation requirements at Simpson or through transfer credit. This option requires the approval of the student's major department. Such students will not be eligible for the trustees' award.

5.5 PARTICIPATION IN COMMENCEMENT CEREMONY: *(revised 05/23/2011 faculty meeting)* Participation in the annual spring or December graduation ceremony will be limited to students who:

- a. have completed all degree requirements by the date of the ceremony and are in good academic standing, or
- b. are within two courses (eight credits maximum) and in good academic standing.

Note: Participation in the commencement ceremony does not mean the student has actually graduated. Students will not be graduated and will not receive a diploma until they have completed all graduation requirements. If degree requirements are completed within the calendar year of the student's participation in the ceremony, the student will be a member of that year's graduating class.

5.6 POSTHUMOUS AND END-OF-LIFE DEGREE AWARDING POLICY: *(revised 12/04/2013 faculty meeting)* To award a degree or certificate from Simpson College posthumously or in end-of-life circumstances that prevent a student from completion, a request to do so should be made to the EPCC. The request should state the reasons that the degree should be granted. The student to be awarded the degree must have completed at least 75% of the credits required for graduation.

If the EPCC approves the request, it will be forwarded to the full faculty at its next regularly scheduled meeting. If the faculty approves the degree, the proposal will be sent to the president of the college, the secretary of the board, and the academic dean. If all three approve, the degree will be granted.

5.7 CHANGES TO GRADUATION REQUIREMENTS: The authority to change the requirements for degrees is vested in the faculty.

6. MAJORS AND MINORS

6.1 MAJORS:

6.1.1 Declaring a Major: *(revised 1/11/2017 faculty meeting)* A first year student may declare an academic major no earlier than the beginning of his or her second semester at Simpson College. A student previously enrolled full-time at another institution who transfers to Simpson College may declare a major as early as her or his first registration/advising appointment at Simpson.

All students (part-time and full-time) must formally declare a major by the end of the add/drop period of the next regular semester once reaching fifty (50) earned credits. If a student has not declared his or her major by this time, a hold will be placed on the student's record preventing the student from changing his or her registration. Once a major has been formally declared, the hold will be lifted.

All students are required to have a faculty advisor from the department of each of the student's declared majors.

The declaration of major form is available online.

6.1.2 Alterations to Major Requirements: Alterations in the departmental prerequisites and course requirements for a student pursuing a major in that department may be approved by the department head. A course substitution or waiver form for major requirements is available online.

6.2 CATALOG

6.2.1 Catalog of the Major: Major requirements are determined by the catalog in effect when the student's major is declared.

6.2.2 Catalog of the General Graduation Requirements: (*revised 05/23/2011 faculty meeting*) General requirements for graduation, including general education requirements, are determined by the catalog in effect on the date on which the student becomes degree seeking at Simpson (admission to Simpson College).

6.2.3 Catalog of Readmission: (*revised 04/16/2014 faculty meeting*) Students who break continuity in attendance at Simpson must complete the readmission process through the office of the dean for academic affairs before they are again degree candidates. If students have been out for one calendar year or less, requirements at readmission are those in effect at the time of the original admission and declaration of major. Students who have broken continuity for more than one calendar year are subject to the requirements of the catalog in effect at the time of readmission, including the requirements for general education. Students who seek readmission to Simpson after at least one calendar year of separation and during that time of separation complete an Associate of Art degree from a regionally accredited institution will be covered under 11.2.2.c.

6.3 DEFINITIONS (*revised 04/17/2012 faculty meeting*)

6.3.1 Major: (*revised 09/21/2010 faculty meeting*) A major is a course of study in an academic discipline or interdisciplinary field. Normally the maximum number of four-credit courses in a major at Simpson College is 10, including courses from other departments, plus a capstone experience. For those majors with one- and two-credit courses, the maximum credits will be 40 plus a capstone experience. The capstone experience will normally carry no more than four credits. Exceptions must be approved by EPCC and the faculty. Proposals for exceptions should include documentation such as accreditation requirements and examples of similar majors at other Bachelor of Arts institutions.

6.3.2 Minor: (*revised 05/23/2011 faculty meeting*) A minor is a course of study in an established academic discipline or interdisciplinary field. A minor normally requires at least 16 credits and no more than 24 credits. Exceptions must be approved by EPCC and the faculty.

6.4 INDEPENDENT INTERDISCIPLINARY MAJOR (IIM): (*revised 10/19/2010 faculty meeting*)

6.4.1 Interdisciplinary Studies Program: The interdisciplinary studies (IntSt) program faculty consists of three faculty members, one of which will be the director of the program, representing three divisions of the college. The interdisciplinary studies program faculty will serve as a committee that will advise students on the development of student-chosen advisory boards and completion of Independent Interdisciplinary Major (IIM) proposals and will review, but not approve, proposals to pass on to the EPCC for final approval. The IntSt program faculty will serve as a department for students pursuing an IIM, signing graduation applications, petitions and other documents requiring department chair review.

6.4.2 Independent Interdisciplinary Major (IIM) Approval Procedure:

- a. The student consults with the interdisciplinary studies program faculty on choosing an advisory board and developing a proposal.
- b. With support from the student-chosen advisory board, the student develops a title of the IIM, a set of courses, including options to allow for changes in course offerings, and the nature of the senior project.
- c. The student submits a proposal to the interdisciplinary studies program faculty including the title of the IIM, a list of required courses, description of the senior project, two letters of recommendation, and an explanation for how the proposed program will meet the student's educational goals and lead the student into a career or graduate school.
- d. The interdisciplinary studies program faculty will review the proposals and advise the students on the development of a proposal, but will not approve the proposals. The proposal then goes to the EPCC for final approval. The student, along with his or her advisory board, will have the opportunity to meet with the EPCC in support of the proposal.
- e. After EPCC approval, the interdisciplinary studies program faculty can approve changes to the required courses of the IIM.

6.5 ADDITION AND DELETION OF ACADEMIC MAJORS AND MINORS TO THE CURRICULUM *(added 10/14/2015 faculty meeting)*

6.5.1 The additions of academic majors and minors are typically added to the curriculum by approval of the full faculty. Academic departments seeking to add majors and minors to the curriculum must submit proposals to the Educational Policy and Curriculum Committee (EPCC) for review using the appropriate forms.

6.5.2 Academic departments seeking to drop academic majors and minors from the curriculum must notify the EPCC of their intention to do so on the appropriate forms in time to allow EPCC and the full faculty to consider the change and have any concerns addressed, and in time to allow the college to change all of its marketing materials. Generally, in order to accomplish this, the department will need to submit the forms to EPCC at least 15 months before the major will no longer be offered. For example, a department seeking to drop a major for fall semester 2017 should plan on submitting its materials to EPCC by March 1, 2016.

- a. Departments dropping majors and minors from the curriculum must work with the academic dean to provide a "teach out" plan to allow students who are currently enrolled in the major or minor to finish their program of study.
- b. During the teach out period, the department must either provide the courses necessary for the program, provide substitutions for required courses, waive requirements, and/or make other necessary changes to allow the students to graduate on time.
- c. Upon receiving notice from a department about the dropping of a major or minor, the EPCC will notify the full faculty at the next regular faculty meeting and if there are no objections, the proposal will go into effect according to the schedule identified above. If there are objections, the matter will be referred back to the EPCC for additional consideration.

7. HONORS

7.1 PRESIDENT'S AND DEAN'S LIST: *(revised 05/21/2012 faculty meeting)* The Dean's List is announced after each fall and spring semester of the regular academic year. The Dean's List includes the names of all undergraduate students who, regularly enrolled in the College, complete at least 12 credits in the semester with a grade point average of 3.70 or better. In the

event one of the courses is taken on the Honors/Pass/Non-Pass basis, an Honors grade must be achieved.

Matriculated part-time undergraduate students who complete at least 12 credits in a calendar year and achieve a grade point average of 3.70 or better in that calendar year are named to the annual Dean's list for part-time students.

Special recognition is accorded those with similar qualifications who have achieved a grade point average of 4.00 by their being named to the President's List.

7.2 HONORS AT GRADUATION: (*revised 05/23/211 faculty meeting*) Currently the distinction summa cum laude is given to those graduates who earn a cumulative grade point average of 3.90-4.00; magna cum laude, 3.75-3.89; and cum laude, 3.60-3.74. To be eligible for honors at graduation, a student must have attended Simpson for six semesters of full-time enrollment and/or have earned at least 64 credits. The cumulative grade point average is computed only on the total credits earned in residence.

7.3 HONORS PROGRAMS: (*revised 05/23/2011 faculty meeting*) Departments may offer "Honors in the Major" upon graduation to students who complete specific requirements. Students who have completed 64 credits and have at least a 3.0 or better overall cumulative GPA and a cumulative GPA of 3.5 in the major may apply to the department chair for admission to its honors track. The department faculty must approve the selection of honors students. Although the requirements may vary by department, all students must complete at least eight (8) credits of research and writing over two (2) semesters, produce a thesis and defend that thesis before a committee of faculty. The thesis work may be completed under the course numbers 391-392 or in a set of other courses as determined by each department. To receive "Honors in the Major," a student must earn an A or A- for the research courses.

7.3.1 Procedure: (*revised 05/23/2011 faculty meeting*)

- All "Honors in the Major" programs and requirements must appear in the department's section of the catalog as a major option.
- "Honors in the Major" degree requirements must be approved by the Educational Policy and Curriculum Committee and the faculty.
- "Honors in..." designation will be noted on the student's transcript and the graduation program.

8. REGISTRATION AND EXAMS

8.1 REGISTRATION

8.1.1 Registration: (*revised 05/23/2011 faculty meeting*) No credit is allowed for a course unless the student is officially registered for the course. To be considered full time, a student must enroll in a minimum of 12 credits. Terms 1 and 2 count toward full time fall enrollment, Terms 3 and 4 and May Term count toward full time spring enrollment.

8.1.2 Change of Registration: (*revised 05/23/2011 faculty meeting*) Once a student has registered in a course, he/she is considered a member of that class unless he/she drops or withdraws from it as described below. Before the first day of class, students can change their registration using the online registration system. It is recommended that students consult with their advisor before making any change in registration.

8.1.3 Course Drop Policy: (*revised 08/26/2011 faculty meeting*) Within the first five (5) school days of the fall or spring semester, the first two (2) days of May Term or comparable

period for other terms, courses may be dropped using the online system and without any record on the transcript. The days a student may drop a course is called the “drop period.” It is recommended that the student consult the academic advisor and the instructor of the course to be dropped.

8.1.4 Course Add Policy: *(revised 08/26/2011 faculty meeting)* Within the first five (5) school days of the fall or spring semester, the first two (2) days of May Term or comparable period for other terms, students may add open courses using the online registration system. During this “add period,” students may add a closed course only by obtaining the instructor’s signature on an Add Course form and submitting that form in person to the registrar’s office.

Independent study applications (180, 280, 380) and course by arrangement forms must be received by the registrar’s office before the end of the add period.

Courses that require auditions, such as theatre and music production courses, may be added after the add period with the instructor’s permission.

Applications for 319 internships may be submitted after the add period, but must be processed before the work for the internship begins.

In all other cases, if circumstances require a student to add a course after the add period, the student must submit an academic petition, available online, with a rationale and signature of the instructor.

It is recommended that the student consult the academic advisor and instructor of the course before adding any course.

8.2 WITHDRAWALS

8.2.1 Withdrawal from Courses: *(revised 05/23/2011 faculty meeting)* After the “drop period,” a student may elect to withdraw from a course but not later than the 14th school day following midterm, at which time the designation of “W” (withdrawn) is placed on the transcript. The “W” has no effect on the student’s grade point average.

A full-time student who withdraws from courses to complete fewer than 12 credits for two consecutive semesters will be enrolled as a part-time student the third consecutive semester. Students who withdraw from the college or interrupt their registration for any reasons, and who wish to return to the college, must apply for readmission to the college through the dean for academic affairs.

8.2.2 Late Withdrawal: *(revised 05/23/2011 faculty meeting)* Students who wish to withdraw from a course after the official withdrawal deadline described above must submit an academic petition with rationale and signatures of instructor and academic advisor. Normally, only reasons beyond the control of the student; e.g.: medical, personal, family, military, etc. will be approved.

8.2.3 Withdrawal from a Course in Cases of Academic Dishonesty: *(revised 12/02/08)* If the instructor determines that an act of plagiarizing or cheating is such that the student will fail the course, the student will NOT be allowed to withdraw even if the date of such determination is still within the withdrawal period. A grade of “F” will be entered immediately for that student. In all cases of intentional academic dishonesty the instructor will report it to the academic dean and the student’s advisor and a record will be entered into the student’s file.

If the instructor determines that the academic dishonesty is such that just the assignment or test will be failed, but not the whole course, then the student will be allowed to withdraw from the class if the withdrawal is processed within the withdrawal period. In all cases of intentional academic dishonesty the instructor will report it to the academic dean and the student’s advisor and a record will be entered into the student’s file.

A student may appeal the outcome of this policy by filing an appropriate and timely appeal with the academic appeals committee, as set forth in these academic policies.

8.3 EXAMS, FINALS, AND MAKE-UPS: (*revised 05/23/2011 faculty meeting*) Examinations and quizzes are administered during the semester at the discretion of the instructor except that no academic requirements, such as examinations, assignments or performances, may be given or due between the last day of classes and the first day of finals (i.e., no academic requirements are to be given during the “reading period.”)

The registrar schedules final examination week. There are to be no changes during final examination week except those approved by the office of the registrar. Each faculty member is free to choose whether he/she uses the time for a final examination or for a paper or project that substitutes for a final exam, but the time designated for the final must be the due date for the final requirement.

If a student has more than two final exams during one day, he/she may request of the professor that a third and/or fourth exam be changed to another day suitable to the instructor(s) except that the exam cannot be given between the last day of classes and the first day of finals.

The instructor is free to give or not to give make-up examinations. There is no fee for such an examination.

9. GRADING

9.1 GRADES: The instructor for his/her students must submit grades to the registrar’s office at the end of each semester.

9.1.1 Final Grades: (*revised 12/02/2008*) Except as noted below, final grades may not be entered prior to the end of the term in which the course was taken. Final grades must be entered by the deadline for grades which is determined to be two business days after the final exam day. Final grades may be entered late with specific permission from the college registrar. (The end of the term is determined by the last day the class being graded meets.)

Exception: In the case in which the student has intentionally committed academic dishonesty and the instructor has determined that the student will fail the course, the instructor will immediately enter a grade of “F” as the final grade. See Section 8.2.3.

9.1.2 Grade Definitions: Grades are recorded in the registrar’s office in accordance with the following definitions: A, outstanding; B, very good; C, average; D, poor; F, failure. Letter symbols used for other purposes on grade reports are I, incomplete; W, withdrawn; H, honors; P, passing; NP, not passing; and CR, credit.

9.1.3 Computer Grade Point Average (GPA): (*revised 05/23/2011 faculty meeting*) In computing the cumulative grade point average, grades are assigned to the following quality points: A, 4.0; A-, 3.7; B+, 3.3; B, 3.0; B-, 2.7; C+, 2.3; C, 2.0; C-, 1.7; D+, 1.3; D, 1.0; D-, .7; F, 0. H/P/NP grades are not counted in the student’s grade point average. Incompletes are assigned zero (0) quality points.

9.1.4 Mid-Term Grades: (*revised 05/27/2014 faculty meeting*) All faculty are to submit mid-term grades for all students registered for transcribed full semester course work or experiences (e.g. internships, 0-credit experiences, etc.). Mid-term grades are to be posted within three class days of the 34th day of the semester. If this falls within a break of any kind, mid-term grades must be posted prior to the break. Mid-term grades are to be posted as pass (P), no pass (NP), registered (RG), or a letter grade.

9.1.5 Honor/Pass/No Pass (H/P/NP): (*revised 05/23/2011 faculty meeting*)

9.1.5.1 DESIGNATION: The choice for grading a course as H/P/NP lies with the department.

9.1.5.2 Credits and GPA: Courses graded H/P/NP will count toward credits completed at Simpson, but will not be calculated in the GPA.

9.1.6 Changing Grades: (*revised 05/23/2011 faculty meeting*) Once the grades have been delivered to the registrar's office, they are considered final. The only basis for changing a grade is the demonstration of a clerical error on the part of the instructor in determining the grade. Any request for grade change from an instructor must be made in writing (possibly electronically) to the registrar's office.

9.1.7 Other Grades Used in Computing GPA: (*revised 05/23/2011 faculty meeting*) Only Simpson grades count in computing a student's cumulative grade point average.

9.2 COURSE RE-TAKE POLICY: (*revised 12/02/2008*) Courses taken at Simpson College and graded D- or better must be repeated at Simpson College if students wish to improve their GPA at Simpson College. Each time the course is retaken, it must be on a letter-graded basis. Grades for each time a course is taken remain on the permanent academic record; however, credit will be given only once and only the last grade (for Simpson College coursework) will be computed into the grade point average.

Courses taken at Simpson College which have been failed may be repeated at Simpson College or at another institution. If they are repeated at Simpson College, the original grade will stay on the transcript but only the last grade will be calculated into the Simpson College grade point average. If failed courses are repeated elsewhere, the original grade will stay in the Simpson College GPA and the new grade will not be calculated into it, but the student will receive the credit for the repeated course that is transferred in.

If a student who has received a D- or better in a course at Simpson College wishes to retake the course elsewhere and transfer it in, the student's Simpson College GPA will not be affected, because the grade of the course transferred in will not replace the grade of the course taken at Simpson College. The repeated course transferred in is not added to the Simpson College record, but it is noted in the student's degree audit that the "spirit of the requirement" has been fulfilled by the transferred in course. The outside transcript is a part of the student's file, but the course is not added to the record since the student has already passed the course at Simpson College and cannot get credit for the same course twice.

All courses to be transferred in from another institution must have at least a C-.

9.3 INCOMPLETE COURSES

9.3.1 Incompletes Requested by Students: (*revised 10/18/2011 faculty meeting*) When unable to complete required assignments in an individual course due to circumstances beyond their control, students may apply for the interim grade of "incomplete." Students must submit completed applications to the office of the registrar on or before the day final grades are due for the course in question.

Each application must include:

- a. A description of work to be completed
- b. The deadline for the completion of the work
- c. The student's final grade if no additional work is completed
- d. The approval by the instructor of the course
- e. The approval by the student

If the work is not completed by the deadline listed on the application, the office of the registrar shall replace the grade of incomplete with the grade listed on the application. (Students are allowed a maximum of 60 days after the beginning of the next regular semester to complete their work.) Students may request an extension (of up to 60 additional days) by submitting a second completed application to the office of the registrar before the first deadline expires.

In special circumstances (e.g. severe illness) the instructor of the course may file an application with the office of the registrar without the student's signature. The office of the registrar shall inform students if incompletes have been entered on their behalf.

9.3.2 Incompletes Left by Faculty Who Leave the College: (revised 12/02/2008)

Faculty who leave the college need to make certain that they give the chair of their department the information regarding what student has an incomplete, and in what class, and what will be required by the student to complete the course. Department chairs need to make certain that the faculty leaving the college meets with them in an exit interview, at which time any information concerning incompletes would be shared. In the absence of the instructor, the chair of the department shall determine whether or not the student has completed the course successfully and will enter an appropriate grade for the course. A pass/non-pass may be given unless the course is required for such things as teacher licensure, CPA credit, or other requirements. If the course is needed for partial completion of a major or minor, the department chair of the department sponsoring the major or minor may allow the P or H to count as partial fulfillment of the major or minor. In the case of fulfilling a cornerstone, the cornerstone director will make that determination, and in the case of a competency, the department responsible for the competency shall make that determination.

10. ACADEMIC ACTIONS

10.1 ACADEMIC INTEGRITY POLICY: (revised 05/23/2011 faculty meeting)

In all endeavors, Simpson College expects its students to adhere to the strictest standards of honesty and integrity. In keeping with the College's mission to develop the student's critical intellectual skills, while fostering personal integrity and moral responsibility, each student is expected to abide by the Simpson College rules for academic integrity. Academic dishonesty includes (but is not limited to) any form of cheating, plagiarism, unauthorized collaboration, fraud (falsifying documents, forging signatures, altering records, etc.), misreporting any absence as college-sponsored or college-sanctioned, submitting a paper written in whole or in part by someone else, or submitting a paper that was previously submitted in whole or in substantial part for another class without prior permission. If the student has any questions about whether any action would constitute academic dishonesty, it is imperative that the he or she consult the instructor before taking the action.

All cases of substantiated academic dishonesty must be reported to the student's academic advisor and the Dean for Academic Affairs.

10.1.1 Penalties for Dishonesty:

10.1.1.1 Academic Dishonesty within the Context of a Course: The penalty for academic dishonesty that occurs within the context of a specific course and is substantiated by firm evidence is:

failure of the course;
 failure of the assignment; *or*
 the requirement that the work be redone with a substituted assignment.

The instructor may choose from the above options to reflect how knowing, intentional, or serious he or she judges the incident to be. If the instructor determines that the student shall fail the course, and even if that decision is made within the withdrawal period, the student may not withdraw, and the faculty member will immediately enter a grade of “F” for the course. If the instructor determines that the student will not automatically fail the course, but must redo the assignment, and it is within the withdrawal period, the student may withdraw from the course.

10.1.1.2 Academic Dishonesty outside the Context of a Course: If a student is suspected of committing academic dishonesty outside the context of a course (e.g., fraud involving college documents and/or records that do not involve a course), and it has been substantiated with evidence, the Academic Dean shall then decide whether to place the student on academic probation, academic suspension or academic dismissal depending upon the severity of the case. Records of the case and the subsequent punishment will be kept in the student’s file as a permanent record.

10.1.1.3 Repeat Offenses: *(revised 05/23/2016 faculty meeting)*

Upon the second report of substantiated academic dishonesty, the Academic Dean will convene the Academic Actions Committee to recommend to the Academic Dean appropriate punishment, which may include academic probation, suspension, or dismissal. The student may appeal the recommendation of the Academic Actions Committee to the Academic Appeals Committee. The decision of the Academic Dean is final.

10.1.1.4 Suspected Academic Dishonesty:

In cases of suspected academic dishonesty that cannot be substantiated by evidence, the instructor may give the student a warning and may require the student to redo the assignment. In a case where academic dishonesty is strongly suspected but cannot be substantiated, the instructor will issue a formal warning, along with a report to the academic advisor and the Academic Dean. Repeated instances of suspected academic dishonesty may lead to appropriate disciplinary action, including academic probation, suspension, or dismissal, at the discretion of the Academic Dean. In addition to the above sanctions, the college reserves the right to take additional action as it deems appropriate.

10.1.2 Appeal: If a student wishes to appeal a charge of substantiated academic dishonesty, he or she may request a hearing before the Academic Appeals Committee. The student(s) shall present to the Registrar of the College a written appeal stating clearly what is being appealed and the rationale. The instructor shall present the evidence to the committee. The committee’s decision shall be final.

10.2 ACADEMIC PETITIONS SUBCOMMITTEE OF EPCC: *(revised 05/23/2011 faculty meeting)* The academic petitions subcommittee shall consist of three members of the educational policy and curriculum committee (EPCC), including the current chair of the EPCC. The academic petitions subcommittee will provide an avenue for students to petition for exemption from the academic policies established by the faculty of the college.

This committee shall meet once a month, dates to be announced, and review all appropriate academic petitions making the decision to either approve or deny the petition.

10.3 FINAL GRADE APPEAL POLICY: *(revised 12/05/2012 faculty meeting)* If a student receives a final grade for a course that they do not believe was computed correctly, the student

shall go to the faculty member who gave the grade and provide a rationale for why they believe the final grade was not computed correctly.

If the instructor disagrees with the student's position, then the next course of action for the student is to contact the Dean for Academic Affairs to file an appeal. A student considering filing an academic appeal regarding a final grade awarded by a faculty member in a course shall request and receive access to the criteria used by the faculty member in determining the student's final grade, including the rationale and criteria for all grades that were used in the calculation of the final course grade. The student shall have 30 days from the end of the term to file the appeal with the office of the academic dean. In the appeal, the student must provide a written explanation as to how the grade was computed incorrectly.

It should be noted that the Dean for Academic Affairs will not substitute his/her judgment on the quality of the student's work for that of the instructor. The inquiry by the Dean must focus on the alleged mathematical error made by the instructor in formulating the final grade. The Dean shall then render a decision based on the information provided by the student and the faculty member. The Dean may request the advice of a committee of faculty members and hold a hearing before making a decision. The decision of the Dean shall be the final resolution of this matter.

10.4 ACADEMIC PROBATION, SUSPENSION AND DISMISSAL *(revised 03/18/2015 faculty meeting)*

10.4.1 Probation: Simpson requires as a minimum a 2.00 cumulative grade point average for graduation. To remain in good academic standing, a student must achieve the following cumulative grade point averages at the end of the respective year:

Year	Number of Completed Credits	Cumulative GPA Required
First Year	0 – 29.00	1.80
Sophomore	29.01 – 61.00	1.90
Junior	61.01 – 95.00	2.00
Senior	95.01 and above	2.00

If a student's cumulative grade point average falls below the minimum expectations for good academic standing, that student will be placed on academic probation by the dean for academic affairs. The academic dean may seek the recommendation of appropriate faculty, advisors and college administrators before making a decision about probation, suspension and dismissal. Academic probation is a proving period during which a student's continuance at Simpson College is in jeopardy. During this period, the student must give evidence of significant progress toward satisfying the graduation requirements as outlined as follows:

The student is expected to earn at least a 2.00 GPA in their first semester of probation. If the student does not earn at least a 2.00 term GPA in that first semester of probation, but shows improvement, in term GPA over the previous semester, the student may be granted a continuation of probation by the academic dean. If the student shows no improvement in term GPA from the previous semester the student will normally be academically suspended.

If the student shows improvement and academic probation is continued for a second semester, then in the second semester of probation, the student must earn grades necessary to bring the student to the minimum cumulative GPA to be removed from probation or the student will be academically suspended. If the student does not earn grades necessary in the second

semester on probation to bring the student to the minimum cumulative GPA to be removed from probation, but does show improvement in cumulative GPA, the student may be given one more semester to raise their cumulative GPA high enough to get off probation and return to good standing. If after the third semester the student is still not off academic probation, the student will normally be academically suspended by the academic dean.

10.4.2 Suspension: Students on academic probation who do not demonstrate adequate progress toward good standing as described in Section 10.4.1. may be suspended from the college. If a student is suspended, he/she may make, after a time set by the academic dean at the time of suspension, submit an application for readmission.

Students who have been academically suspended have a right to appeal the suspension by contacting the Registrar's Office. The appeal must be in writing, and the academic dean will present the case to the academic appeals committee for a final decision.

10.4.3 Dismissal: If a student is suspended, and is readmitted, the student returns on academic probation. If the student achieves a 2.0 or better term GPA in the semester of re-admittance, the student may be continued on academic probation at the discretion of the academic dean as long as the student is making progress toward good standing as described in Section 10.4.1.

If the student fails to achieve the term GPA of at least 2.0 during the semester of re-admittance, the student will be academically dismissed. Dismissed students may not apply for readmission.

10.4.4 Academic Departmental Program Probation, Suspension and Dismissal
(added 10/14/15 faculty meeting)

Academic departments which have programs with specific admissions, retention, and completion criteria (e.g., education, athletic training) have the authority to review applicants, accept probationary candidates and enforce approved standards within the context of their programs.

It is incumbent upon each program to have clearly outlined processes and policies for the implementation of accepting candidates, their ongoing review during the program and criteria for program completion.

Unless specifically stated otherwise by the academic department, the following rules govern enrollment status in these programs:

- a. Good standing within a program is determined by the academic department or appropriate committee.
- b. A student who does not maintain the criteria established for the program may be placed on probation, suspended or dismissed from the program.
- c. A student dismissed from the program may not apply for readmission.
- d. In an undergraduate program, a student dismissed from the program remains enrolled at the college unless dismissal from the college is determined by the institution to be warranted.
- e. A student enrolled solely in a graduate program who is dismissed from that graduate program is automatically dismissed from the college.
- f. A student who is enrolled in a dual degree program (e.g. undergraduate criminal justice/MACJ) may be dismissed from the graduate program and remain a student in the undergraduate program.

11. SIMPSON COLLEGE TRANSFER POLICY: *(revised 10/19/2010 faculty meeting)*

These policies apply only to students seeking baccalaureate degrees.

11.1 GENERAL TRANSFER POLICIES

11.1.1 Graduation Requirements: Transfer students must fulfill all graduation requirements.

Students who transfer to Simpson from other accredited four-year institutions must complete at least 32.0 credits at Simpson for a Bachelor of Arts Degree and 36.0 credits at Simpson for a Bachelor of Music Degree.

Students who transfer to Simpson from accredited two-year institutions must complete at least 64.0 credits at Simpson for a Bachelor of Arts Degree and 68.0 credits at Simpson for a Bachelor of Music Degree.

11.1.2 Transfer Credit

- a. Transfer credit is granted only for courses taken at accredited institutions.
- b. Transfer courses must be appropriate for a college liberal arts curriculum.
- c. Transfer credit is granted only for courses in which a grade of C- or better was earned.
- d. Only courses accepted for transfer are recorded on Simpson transcript.
- e. Transfer courses of three credits or more that have equivalents at Simpson College fulfill the corresponding Simpson requirements.
- f. Transfer courses receive the credit assigned by the originating institution; e.g., a three-credit course transfers in as three credits to Simpson College.
- g. Incoming courses accepted for transfer are designated as Simpson courses when equivalent courses are listed in the Simpson catalog. When courses accepted for transfer credit are not equivalent to courses listed in the Simpson catalog, they are given unassigned credit in one of the departments of the college, or when that is not appropriate, in one of its divisions.

11.1.3 Major Requirements: At least 4 four-credit classes must be completed in the major at Simpson in order for the student to earn a major.

11.1.4 Minor Requirements: At least 2 four-credit classes must be completed in the minor at Simpson in order for the student to earn a minor.

11.2 TRANSFER POLICIES FOR THE GENERAL EDUCATION PROGRAM: *(revised 03/09/2022 faculty meeting)*

A course-by-course analysis will be completed by the Registrar's Office to determine how transfer courses fulfill requirements for Simpson Core and for majors or minors. Transfer and AP courses that meet the requirements of Simpson Core may be transferred to Simpson College under this policy.

Transfer students are classified into three categories, and requirements for Simpson Core depend on the category to which a student belongs.

- a. Transfer students transferring fewer than 48 credits must meet all the requirements of Simpson Core except SC 110 Foundations 1.
- b. Transfer students transferring 64 or more credits without a completed Associate of Arts degree from a regionally accredited institution must meet all the requirements of Simpson Core except SC 110 Foundations 1, SC 111 Foundations 2, and one Experiential Learning course.
- c. Transfer students who transfer to Simpson College with an Associate of Arts degree or a bachelor's degree from a regionally accredited institution will have fulfilled all Simpson Core

requirements except disciplinary writing, disciplinary speaking, undergraduate research, and capstone.

d. Transfer students who transfer to Simpson College and will complete their Associate of Arts degree from a regionally accredited institution within the first semester of enrollment at Simpson College will have fulfilled all Simpson Core requirements except disciplinary writing, disciplinary speaking, undergraduate research, and capstone. Waiver of the Simpson Core requirements is not completed until receipt of a transcript with an Associate of Arts degree listed.

11.3 CREDIT EARNED ABROAD: *(revised 05/23/2011 faculty meeting)* Any student who takes courses at a Simpson College approved institution of higher education in another country will be able to transfer in the courses based upon individual course evaluation made by the chair of the appropriate academic department and the registrar. Credits will be transferred in according to standards already established through educational credential evaluators (<http://www.ece.org>).